

GRAMBLING STATE UNIVERSITY

TITLE III PROGRAMS



2022-2023

KICK-OFF WORKSHOP

Thursday, October 6, 2022

8:00 a.m. – 1:00 p.m.

GOALS FOR TODAY'S WORKSHOP

- Understand the role and intent of Title III;
- To provide technical assistance to Title III Activity Directors and Support Staff;
- To ensure activities are in compliance with rules and regulations set forth by University, State and Federal guidelines.



INTRODUCTIONS



PURPOSE OF TITLE III

Title III-B authorizes the Strengthening Historically Black Colleges and Universities (HBCUs) program award grants to eligible institutions to assist them in strengthening their academic, administrative, and fiscal capabilities.

- Academic Quality
 - Train and develop faculty; develop curriculum
 - Improve developmental or basic skills courses; develop academic program(s),
 - Improve class size; acquire specialized accreditation; acquire teaching or research laboratory equipment
 - Acquire library materials
- Student services:
 - Counseling (peer, career, personal); tutoring and mentoring (peer, staff, faculty),
 - Student facilities (general use computer labs, study centers, tutoring centers),
 - Create and support learning communities; improve student services (i.e. financial aid distribution process, registration)
 - Improve library services



PURPOSE OF TITLE III

- Fiscal Stability
 - Establish development office, train development staff, strengthen alumni relations, establish donor database, build capacity to attract external support, build and manage endowment, increase tuition dollars from enrollment, increase research dollars
- Institutional Management
 - Create and maintain management information system(s),
 - Develop, integrate and update database(s),
 - Staff and train an institutional research office,
 - Train and develop staff (other than teaching faculty),
 - Library facilities (construction, renovation)
 - Construction and renovation (classrooms, teaching labs), infrastructure for the internet

INTENT OF TITLE III PROGRAMS

Federal funds made available under this subpart shall be used to strengthen HBCU's by providing supplemental funds



THE ROLE OF THE TITLE III OFFICE

- Serves a direct report to the University's President
 - The President determines which projects will be supported
- Serves as a liaison between the Department of Education and GSU
 - Point of contact
 - Responsible for individual conduct on the grant
 - Issues
 - High balances
 - System drawdown Errors
 - Activity Performance Requests
 - Audits



THE ROLE OF THE TITLE III OFFICE AT GSU

Provide SUPPORT

I AM “YOUR” TITLE III DIRECTOR

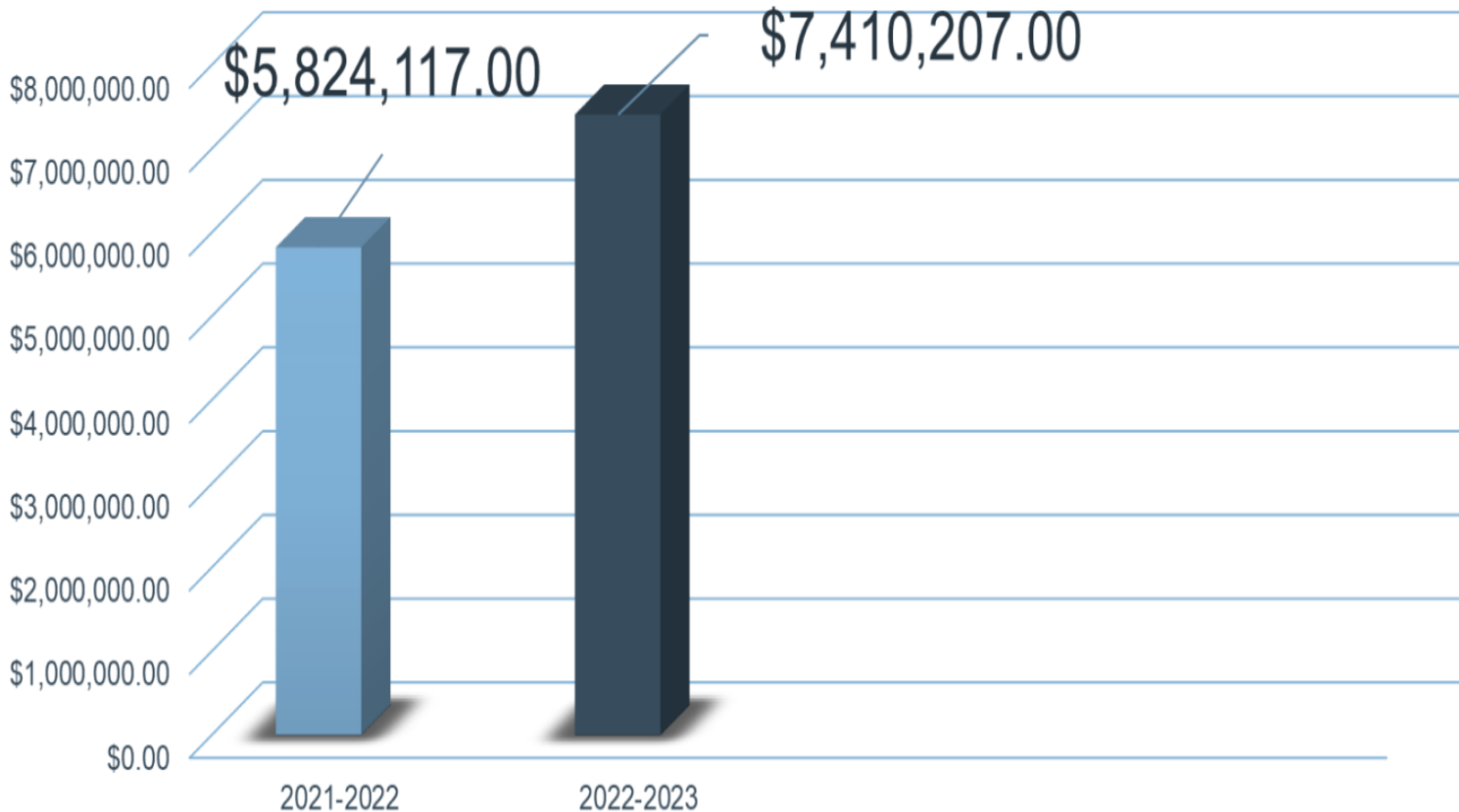


2022-2023 AWARDS

HBCU, Part B Historically Black Colleges and Universities	\$7,410,207
FUTURE, Part F Fostering Undergraduate Talent by Unlocking Resources in Education	\$1,352,578
Master's Programs	\$772,289



2021-2022 to 2022-2023

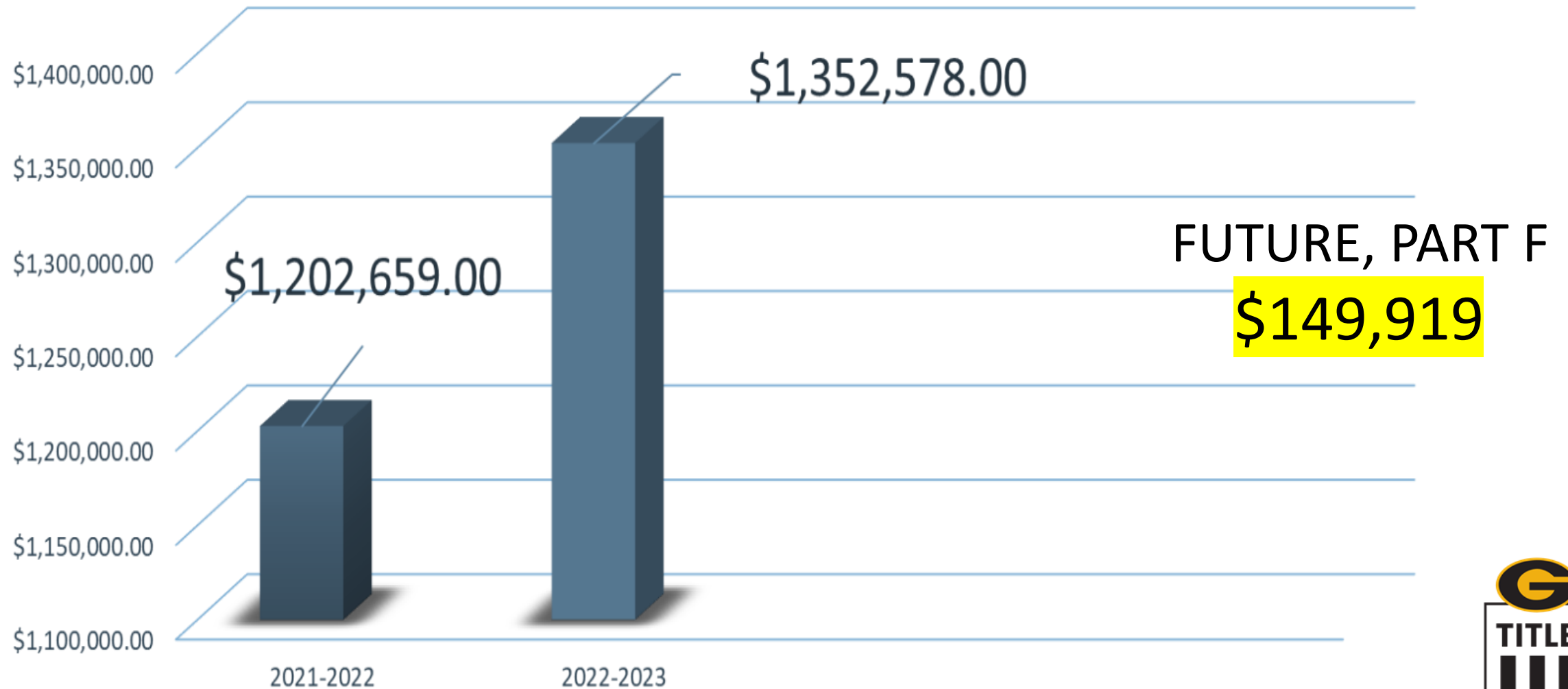


HBCU, PART B

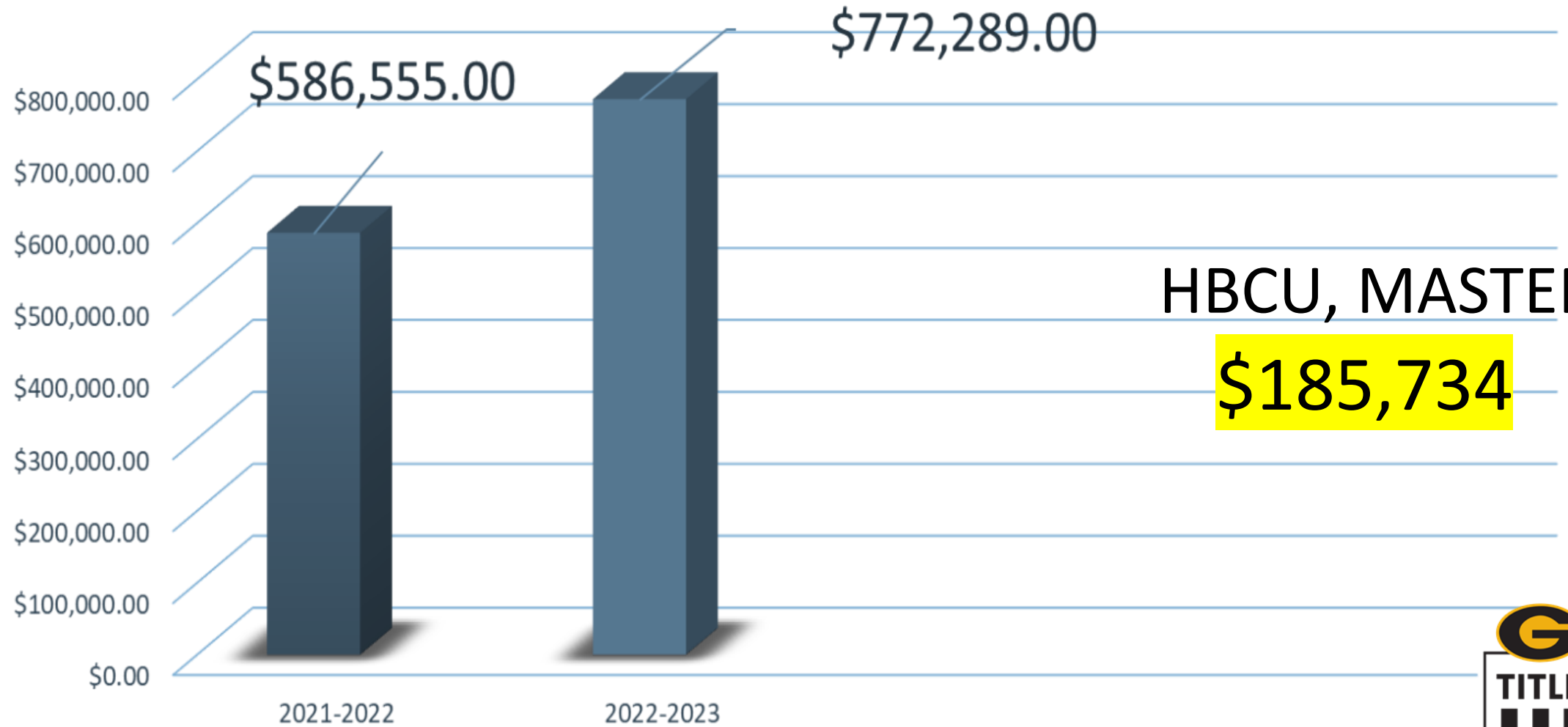
\$1,586,090



2021-2022 to 2022-2023



2021-2022 to 2022-2023



HBCU, MASTERS

\$185,734





\$6,376,153



PROGRAM REMAINING BALANCES 2015-2022

\$242,968,678

2022-2023

Theme: “Intentionality”

- being deliberate;
- to be about something;
- to represent or to stand for things, properties and states of affairs;

PRACTICING “INTENTIONALITY”

- Reach the 100% expenditure goal
- Completion of stated objectives
- Plan Ahead
- Thorough reporting and collection of documentation
- Outcome driven
- Leveraging Title III Funds
- Additional grant writing
- Visiting HBCUs with similar programs
- Presenting at conferences
- Sustainability

GRANT START UP FORMS

BUDGET CODING FORM – FORM 1

The Budget Coding form is used to set up the yearly budgets of each Title III Activity in the Grants Administration Office. All amounts be the same as the budgeted line items in the APPROVED application.

GRANT FUNDED POSITION- FORM 2

The grant funded position form is to be signed by all Title III employees upon hiring and renewal of contract at the beginning of each grant year. It is to ensure that all Title III employees are aware of the stipulations of Grant Appointment positions and it states: “Your employment with Grambling State University is contingent on the availability of adequate funding. Should funding be cancelled by the funding agency prior to the expiration of an appointment, you will be given as much advance notice as possible. Furthermore, there is no assurance of re-employment after the expiration date of this grant appointment”.

BANNER ACCESS FOR GRANTS- FORM 3

The Banner Finance form provides Activity Directors and support personnel access to requisition entry, budget access and review. The individual identified to enter cannot be the approval.

PERSONEL ROSTER- FORM 4

The personnel roster should include a list of all persons working on the Title III funded grant, whether paid partially or wholly by the grant or paid from the University operating budget. This roster must be updated in the event of a change in personnel.

GRANT START UP FORMS

INFORMATION FORM FOR GRANT DIRECTORS – FORM 5

The form documents the name and contact information of the Activity Directors, administrative support personnel and inventory specialist.

PERSONNEL ACTION FORM (PAF) –The Personnel Action Form must be provided for each individual employed at the university. A new PAF must be completed each year or as there is a change in position. (DocuSign)

PREAPPOINTMENT –The pre-appointment form is provided by the Office of Human Resources. This form is used to fill a vacant position. Used to fill an existing Unclassified/faculty position with the same title/money or the money is less than a 10% increase. Used to fill all vacant Classified positions.

BOARD PRIOR APPROVAL –The Personnel Action Form must be provided for each individual employed at the university. A new PAF must be completed each year or as there is a change in position. New position- A position that is not in the budget and requires new monies. Replace/Update – Title change or increase in salary of 10% percent or more Emergency/Temporary- Interim position for up to 12 months. Temporary position for up to 3 months until position can be filled or is no longer needed.

TITLE III FORMS

Budget Adjustment Form – FORM 6 Docusign

Equipment Inventory – FORM 7

Post Travel Narrative – FORM 8

Quarterly Progress Report – FORM 9 Docusign

Certificate of Effort – FORM 10 Docusign

BUDGET INFORMATION



THREE (3) BUDGET ADJUSTMENTS

Last day for
Budget
Adjustments

June 15th



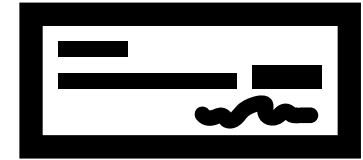
LAST DAY OF SPENDING

June 30th

(End of 3rd
Quarter)



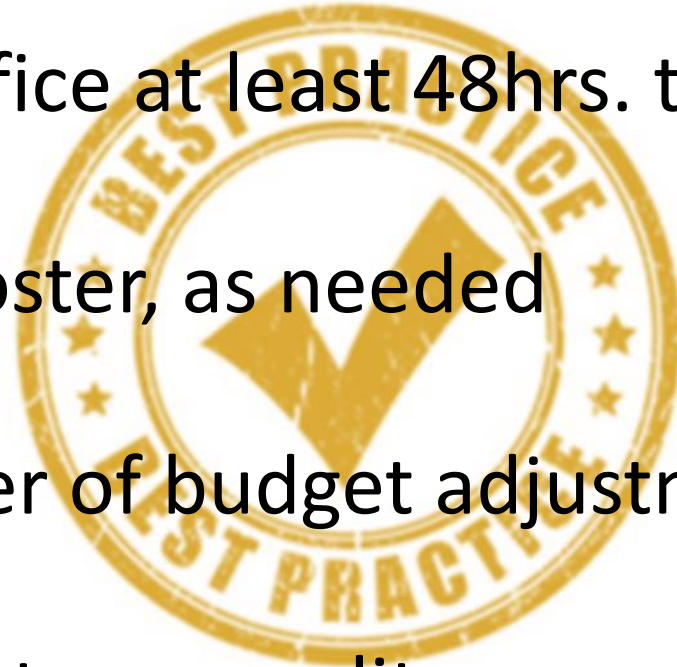
Budget Meetings



Pay Increases/Raises

TITLE III BEST PRACTICES

- ❖ Plan Ahead
- ❖ Allow the Title III Office at least 48hrs. to approve requests
- ❖ Update personnel roster, as needed
- ❖ Minimize the number of budget adjustments
- ❖ Check budgets prior to expenditure requests
- ❖ Track your budget expenditures



TITLE III BEST PRACTICES

- ❖ Build a rapport with Grants Administration, Purchasing and Accounts Payable
- ❖ Follow Up and Follow through!
- ❖ Check estimated times of arrival for equipment
- ❖ Review inception to date reports – Grants Administration
- ❖ Maintain good record keeping



Frequently Asked Questions

- Can Title III funds be used to purchase office furniture?
- Can Title III funds be used to pay the salaries of administrative assistants?
- Can Title III funds be used to pay Activity Directors?
- Can Title III funds be used for student wages?
- If an Activity is approved for travel, can anyone from the department travel?
- Is international travel allowable under Title III?



IMPORTANT DATES

Monthly reports due by the 5th of each month.

Quarterly reports due by the 5th of each quarter.

1st Quarter report due Thursday, January 5, 2023

2022-2023 Applications located in Title III OneDrive.

2020-2021 Annual Performance Report due October 30, 2022.

2020-2021 Annual Performance Report training scheduled for October 18, 2022

Title III National Association of Title III Administrators Conference - June 2023

TITLE III OFFICE

TITLE III DIRECTOR

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OFFICER MANAGER/PROGRAM ANALYST

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COORDINATOR OF BUDGETS

TBA

COORDINATOR OF PROGRAMS

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YOUR FEEDBACK



IS IMPORTANT.

Please take a few minutes to complete our

EVALUATION FORM.